*Form 1.

[See Chap. 4, Art. 47.]

[On a quarter sheet of demy lengthways.]

[NOTE.—Government accepts no responsibility for any fraud or misappropriation in respect of money on cheques or bills made over to a messenger.]

SALARY BILL.

Audit No.

District of	Head of Service.	*Voucher No.———of ———list of payments for———19.*

	Monthly rate. ₹	a.	p.	Amount. ₹	a.	p.
Received for (*month or other period*)						
My pay as						
Acting allowance as						
Deputation (Duty) / Deputation (Local) allowance as Duty / Local						
Fixed travelling allowance as						
Total claim						
Add—For Exchange Compensation Allowance at ..... p. c.						
TOTAL						
Less—Fund deductions as detailed on reverse				0 0 0		
Income tax on ₹ ₹ a. p. 0 0 0						
Less—Abatement on ₹ paid for insurance 0 0 0						
				0 0 0	0	0 0
Net amount payable						

Rupees
Dated at———————
the 19.

(Signature and Official designation.)

Stamp.

Pay Rupees
Dated

Treasury Officer.

The names of the funds, and a money column should be printed on the reverse; also a note that the period for which the subscription was due should be specified when it differs from the period for which pay is drawn. The total of fund deductions should be signed.

Note also that the fund deductions of a Covenanted Civil Servant are taken upon his allowances before annuity deduction.

Treasury and Audit officers should see that all compulsory deductions including those for Indian Civil Service Annuity Fund are duly made and noted on the reverse and that schedules regarding General Provident Fund and Indian Civil Service Annuity Fund where such schedules are prepared by the officers themselves are attached to the salary bills.

*Form 2.

[See Chapter 4, Art. 54.]

[On foolscap size, both sides.]

Travelling Allowance Bill.

District of	Name— Designation— Salary—	Month of
Head Quarters	Head of Service chargeable	Voucher No. of list of payments for 19 —

Date and Hour.		Place.		Distance (in case of road or boat journeys).	Charges.				Date of last visit.	Purpose of each journey or halt and Remarks.
Departure.	Arrival.	From	To		Railway fare at Steamer / Double / Single class.	Miles for which mileage is charged.	Daily allowance for journeys or halts.	Actual expenses.		
1	2	3	4	5	6	7	8	9	10	11

Form 2—*continued.*

Columns continued to the end of the 1st page. The form continued on the other side of the page as follows : —

Space for printing any certificates required to entitle to allowance.

	₹	a.	p.
Railway and Steamer fares (column 6)			
—miles by road at annas per mile (column 7) . .			
—days for which daily allowance is claimed (column 8) at ——— per day			
Actual expenses (column 9)			
TOTAL .			
Deduct single / double P. T. A. for ( ) days Arts. 1045, 1046, C. S.R.			
Deduct rent due to Government under Art. 999 (2), C. S. R., for days at			
Net claim .			

Contents received.

Signature Stamp of officer who travelled.

Office.

Date ——— 19 .

Memo.

	₹		p.
Allotment for 19 — 19 .			
Expenditure, including this bill.			
Balance .			

Passed (date).

District Officer.

Countersigned (date).

Rupees (in figures and words) ———

Date ——— *19* .

Controlling Officer.

Pay Rupees (in figures and words)

Date ——— *19* .

Treasury Officer.

Form 2—*concluded.*

Instructions for preparing travelling allowance bills :—

1. Journeys of different kinds and journeys and halts should not be entered on the same line.
2. Number of miles travelled should be entered in all cases of journeys by road or by boat.
3. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officer and not in travelling allowance bills.
4. Fractions of a mile in the total of a bill for any one journey should not be charged for.
5. When the 1st item of travelling allowance to any officer is a halt the date of commencement of that halt should be stated in the " Remarks " column.
6. A certificate of attendance given by the court or authority should be attached to this bill if travelling allowance is drawn under Article 1133, Civil Service Regulations.

No. 418.

Page 157, Form 3 as revised by correction slip No. 258.

For "Orders of Government creating the post" in the first column of the form, *substitute* "Orders of competent authority creating the post."

In the second and third footnotes for "Government orders" *substitute* "orders of competent authority."

[C. A. C., Vol. I, 8th Edn., No. 418, dated 1-6-25.]

No. 300.

Page 157, Revised Form 3 as introduced by Correction No. 258, dated 1st August 1923—

Insert the following as a footnote to this Form :—

"In the case of establishments on time-scale of pay, the names of all temporary men in service on the date to which the return relates should be included indicating the vacancies whether permanent or temporary in which they are officiating."

[C. A. C., I, 8th Edn., No 300, dated 2nd January 1924.]

No. 258.

Page 157— *Substitute the following for the existing Form 3 :—*

FORM 3.

(*See Chapter 5, Article 62.*)

(To be printed breadthways on foolscap size.)

Detailed Statement of the permanent Establishment of the — — — — — — — — — — as it stood on 1st April 192 .

Government orders creating post.	Present Incumbent; Date of: Appointment to present post or of commencement on present time-scale.	Present Incumbent; Date of: Promotion to present pay.	Name of section and post.	Date of Incumbent's birth (as near as possible).	Serial number of appointments in each class.	Name of Incumbent.	Pay of Post. Minimum. Rs.	Pay of Post. Minimum. A.	Pay of Post. Rate of periodical increment, whether annual, biennial, etc. Rs.	Pay of Post. Rate of periodical increment, whether annual, biennial, etc. A.	Maximum. Rs.	Maximum. A.	Pay of present incumbent and total of each section. Rs.	Pay of present incumbent and total of each section. A.	Date of next increment.	Remarks (including note of efficiency bar where applicable).

Compared with service books and found correct.

Signature of the Head of Office.

At foot of the return should be detailed all items of Establishment sanctioned, but not yet incurred.

A personal pay should be stated on a separate line immediately below the pay of the officer who received it, the Government orders sanctioning it being noted in the first column.

The rule about entry of Government orders may be stated generally thus ; the general order is to be entered once only, any other order will be entered against every entry which it supports.

Further instructions for filling up the form are contained in Article 62.

[C. A. C. I., 8th Edition, No. 258, dated 1st August 1923.]

*Form 3.

[See Chap. 5, Art. 62.]

[To be printed breadthways on foolscap size.]

Detailed Statement of the Permanent Establishment of the_____ as it stood on 1st April .

Orders creating post.	Present Incumbent: Date of Appointment to present post.	Present Incumbent: Date of Promotion to present pay.	Name of section and post.	Date of Incumbent's birth (as near as possible).	Name of incumbent.	Pay of post. Minimum.	Pay of post. Maximum.	Pay of present incumbent and total of each section.
G. I., H. D., 1096, 17th February 1860.			MUNDIAHOO TAHSIL.		Brought forward . .	...	...	1,894
G. I., H. D., 1109, dated 7th April 1871.	7th March 1870	1st April 1875.	Deputy Tahsildar . .	Sept. 1847	Lala Lachman Dass . Acting Tahsildar, Ghiswa .	60	80	80
	1st Feb. 1873	.....	,, ,, (Acting)		Ganpat Tiwari (Acting) .			
	1st June 1859	.....	Kanungo, Pargana Mundiahoo.	Apl. 12, 1834	Ajoodhia Pershad . .	...	...	40
	6th Nov. 1873	.....	,, Tupah Barsati	1842	Bunwari Lall . .	...	...	25
	18th Aug. 1858	.....	,, ,, Gopalpur	1834	Biseeur Dial . .	...	...	30
	3rd June 1874	.....	Tavildar . . .	Feb. 1837	Baboo Ram . .	...	...	15
	7th Sept. 1870	.....	Departmental clerk .	Jan. 22, 1840	Abdul Huq . .	...	...	25
	6th June 1874	.....	,, ,, .	1851	Ramgopal Misr .	...	...	20
	1st Oct. 1860	.....	Revenue peon . .	1840	Rama Gobind . .	...	...	7
	16th Nov. 1871	.....	,, ,, . .	1842	Gungaram . . .	...	...	6
			GHISHWA TAHSIL .					2,142

At foot of the return should be detailed all items of establishment sanctioned, but not yet incurred.

The date of Government order first given is that of the last general revision of the revenue establishment of the district, but the tahsil named was transferred from another district, of which the establishments were revised at a different date. In the Collector's office (which is not shown in this sample), too, there have been two changes since the general revision: an additional clerk has been sanctioned, and the treasurer's pay has been raised; the order will be quoted against each of the two appointments, but when a new general revision shall have taken place, only the number and date of the order confirming it need be cited.

A personal allowance should be stated on a separate line immediately below the pay of the officer who received it, the order sanctioning it being quoted in the first column.

The rule about entry of orders may be stated generally thus: the general order is to be entered once only, any other order will be entered against every entry which it supports.

Further instructions for filling up the form are contained in Article 62.

"Compared with service books and found to agree,"

Signature of the Head of Office.

Form 4.

[See Chap. 5, Art. 62.]

Detailed Statement of new names, leave, etc.

New names of non-gazetted Officers.	From what Office and on what date transferred, or with what bill the health and age certificates were furnished.	Names of non-gazetted Officers which were in Form 3 of previous year but are now omitted.	From what date ceased to be borne on the Establishment, and why.	Non-gazetted Officers who have been on other than privilege or casual leave, or under suspension, during the year.	Description and period of leave or suspension from and to what date. (NOTE.—In cases of suspension state whether the suspension period will count towards pension—C. S. R., 417.)

N.B.—This form should either accompany Form 3 or be printed at foot of that form.

No. 129

Page 158. Form 4.

Insert a ‡ mark in the heading of column 2 and introduce the following as a footnote to the Form.—

‡ If the Government servant has been transferred more than once in the preceding year, the name of each office (and post) in which he was employed during the year should be mentioned with dates.

[C. A. C. I., 8th Edition, No. 129, dated 2-1-1923.]

No. 242.

Page 158, Form 4—

Heading of column 5.—Delete the words " other than privilege or casual ".

Heading of column 6.—Delete the words " C. S. R. 417 ".

[C. A. C., Vol. I, 8th Edn., No. 242, dated 1st April 1923.]

No. 419.

Page 158, Form 4.

For " officers " in columns 1, 3 and 5 *substitute* " Government servants."

[C. A. C., Vol. I, 8th Edn., No. 419, dated 1-6-25]

No. 420.

Page 159, Form 5.

Insert the following note at foot :—

NOTE.—In preparing this statement, particular attention should be paid to the instructions in Article 63 C. A. C.

[C. A. C., Vol. I, 8th Edn., No. 420, dated 1-6-25.]

Form 5.

[See Chap. 5, Art. 63.]

Statement of proposition of revision of establishment.

NATURE OF CHARGES.												PROPOSITION.						
PRESENT SCALE.						PROPOSED SCALE.						PERMANENT.		TEMPORARY.				
Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		Orders of sanctioning authority.
		Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.		Amount.	Amount.	Period.	Amount.	Period.	Amount.	
		†	†	†				†	†	†		†	†		†		†	

† Mon^{e}y columns.

FORMS. [No. 5

Form 6 (old 5A).

[See Chap. 5, Art. 63.]

1	2		3		4	5
Class or grade and designation of officers affected.	Number in each class.		Rates of Pay.		† Actual present cost of establishments affected.	Approximate extra cost involved by these proposals.
	Present. (*a*)	Proposed. (*b*)	Present. (*a*)	Proposed. (*b*)		

† In the case of district or divisional establishments the cost of the whole establishment or establishments affected should be given in lump without details, and in the case of establishments, the scale of which is fixed for the Province as a whole, the cost of the whole Provincial scale should be entered. Where a new class is added to an existing establishment the whole of the existing cost of that establishment should be given.

Certified that I have examined the figures in columns 2(*a*), 3(*a*) and 4 and have checked the extra cost shown in column 5 with the proposed alterations and additions entered in columns 2(*b*) and 3(*b*) and find it to be correct.

Accountant General,

No. 421.

Page 160, Form 6.

Insert the following heading at the top of the form :—

Statement of proposition of revision of establishment.

For "officers " in column I *substitute* "Government servants."

[C. A. C., Vol. I, 8th Edn., No. 421, dated 1-6-25.]

No. 59.

Page 161, Form No. 7—

Divide the third column in this bill into two separate columns with the headings "Pay and acting allowances, claimed (separately) for Government servants present on duty" and "Leave allowances claimed (separately) for absentees."

(C. A. C., Vol. I, 8th edn., No. 59, dated 1st July 1921.)

*Form 7 (old 6).

[See Chap. 5, Art. 64.]

[To be printed on foolscap.]

Detailed Pay Bill of Permanent Establishment of the *for the month of March 19 .*

Name of Section and of incumbent.	Name of Post.	Pay, acting and leave allowance claimed (separately).	Pay, acting or leave allowance held over for future payment.	Fines.	Net charge for each Section.	Other fund deductions.	Income Tax.	Deduction on account of General Provident Fund.	Remarks Acquittance.
		R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	
Brought forward	...	2,061 7 3	...	7 6 0	2,054 1 3	61 4 9	5 5 0	...	
MUNDIAHOO TAHSIL.									
Lala Luchman Dass.	Deputy Tahsildar.	(On deputation as Acting Tahsildar, Ghiswa.)	...	...	...	...	...	...	
Gunpat Tewari .	Head clerk. D. C.'s Office, Acting Deputy Tahsildar.	Pay 75 0 0 Acting Allowance ¶13 8 9	...	...	...	...	1 13 4	...	
Ajoodhia Pershad.	Kanungo .	40 0 0	...	...	...	...	...	...	
Banwari Lal .	Ditto .	25 0 0	...	...	...	...	...	...	
Bisesar Dial .	Ditto .	30 0 0	...	2 8 0	...	...	...	...	
Baboo Ram .	Tavildar .	15 0 0	15 0 0	...	...	...	...	...	
Abdool Huq .	Clerk .	25 0 0	...	...	...	...	...	...	
Ramgopal Misr (on leave without pay from 22nd).	Ditto at R20.	13 8 9	13 8 9	...	...	...	...	...	
Ram Dial (acting from 22nd).	Ditto .	6 7 3	...	...	...	...	...	...	
Rama Gobind .	Revenue peon.	7 0 0	...	...	...	...	...	...	
Gungaram .	Ditto .	6 0 0	...	0 4 0	...	...	...	...	
TOTAL MUNDIAHOO TAHSIL	†	256 8 9	28 8 9	2 12 0	225 4 0	...	1 13 4	...	
GHISWA TAHSIL	†								
In like detail .		384 7 9	...	...	384 7 9	...	1 1 0	...	
TOTAL .	...	2,702 7 9	28 8 9	10 2 0	2,663 13 0	61 4 9	8 3 4	...	
Deduct undisbursed pay refunded, as detailed below, R15; fund deductions R61-4-9, income tax R8-3-4, and recoveries ordered by Accountant General in letter No.———, dated ——— ——— (on objection statement for———) *nil*.					84 8 1	...	...	...	
Net sum required for payment . . . . . Rupees two thousand five hundred and seventy-nine, annas four and pies eleven only.					2,579 4 11	...	...	...	

¶ 20 days at R21.

† The total of each section should be entered in red ink.

1. Received contents: also certified that I have satisfied myself that all salaries included in bills drawn 1 month / 2 months** previous to this date with the exception of those detailed below (of which the total has been refunded by 3 months / deduction from this bill), have been disbursed to the proper persons, and that their receipts have been taken in acquittance rolls filed in my office, with receipt stamp duly cancelled for every payment in excess of R30.

** One line to be used and the others scored out.

(Continued on next page)

Form 7—*continued.*

‡ 2. Certified that no person in superior service has been absent either on deputation or suspension with or without leave (except on casual leave) during the month.

‡ 3. Certified that all officers whose names are omitted from, but whose pay has been drawn in, this bill have actually been entertained during the month.

§‡ 4. Certified that no leave has been granted until by reference to applicants' service books and to Part III, Civil Service Regulations, I had satisfied myself that it was admissible, and that all grants of leave and departures on, and returns from, leave and all periods of suspension and deputation have been recorded in the service books under my initials.

§ ‡ 5. Certified that all appointments and permanent promotions and such of the acting promotions as have to be entered in the service books as per the columns in the standard form No. 23 of the Civil Service Regulations, have been entered in the service books of the persons concerned under my initials.

‡ Score out when necessary.

§ The duty of signing certificates 4 and 5 may be delegated by the Head of a Department or a Secretary to Government to the Chief Assistant or Registrar of his office.

Dated 1st April 19 _____ | Signature and designation of Head of Office.

Pay (2,579-4-11) rupees two thousand five hundred and seventy-nine, annas four and pies eleven only.

Examined and entered _____

Treasury Accountant. *Treasury Officer.*

Dated 1st April 19 .

Detail of pay of Absentees refunded.

Section of Establishment.	Name.	Period.	Amount.
			R a. p.
Mundiahoo Tahsil	Babu Ram . .	February 19 . .	15 0 0

NOTE.—In establishments in which progressive salaries are numerous, the form of periodical increment certificate, Form No. 10, may, with advantage, be printed on the last page of the pay bill. It may also be found convenient in large establishments to have the form of absentee statement printed on the pay bill.

*Form 8 (old 7).

[See Chap. 5, Art. 66.]

Absentee Statement.

Name and Designation (substantive) of absentee.	Pay of Absentee (Rate per month).			Nature of Absence.					Rate of absentee allowance per month.	Acting Officer.			Monthly rate of acting allowance.	Monthly rate of cost of absence. Total of columns 10 and 14.	Remarks.
	Maximum.	Minimum.	Actual.	Kind.†	Period.	Office to which transferred.	Date of commencement of absence.	Date of return (to be filled in when he returns).		Name.	Substantive Post.	Substantive Pay.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
															† "Kind."—The entry in column 5 should be one of the following :— Privilege leave. Furlough. Medical leave. Leave on private affairs. Leave without pay. Combined leave (in which case state when privilege leave ends). Subsidiary leave. Suspension. Temporary transfer (full pay / only part pay) of appointment being available. Art. 110, C. S. R.). Deputation (to special temporary duty).

A.—Each chain of arrangement consequent on each absence should be separated from others by a line ruled across the statement.

Note—A separate report in Form 9 (which may be in manuscript) should be made if any person absent on leave was, during the period of service which is taken into account (*vide* Articles 900 and 45, C. S. R.) in calculating the leave granted to him, employed (*a*) under a Local Fund which up to 1st April 1908 was treated as an Incorporated Local Fund, or (*b*) under a foreign employer under the rules in force prior to the 1st August 1913.

B.—For an officer absent on special temporary duty or temporary transfer columns 1 to 9 and 11 to 14 will be filled in and the word "deputation" or "transfer" entered in column 5 with a note in the column of remarks, of the particular appointment held. If the absentee is appointed *sub. pro tem.* to his new office under Art. 90 of the Civil Service Regulations, *sub. pro tem.* should be entered in column 5.

C.—If an officer is suspended columns 1 to 15 should be filled in and the word "suspended" entered in column 5, while in the last statement in which a suspended officer's name appears it should be noted in the column of remarks whether or not the period of suspension counts for pension. Art. 417, C.S.R.

D.—The entire chain of arrangement made in consequence of each absence should be entered in the absentee statements of those bills only in which the original vacancy appeared. In other cases it will be sufficient to show the name of the absentee and the person appointed to officiate for him. Entries made in the absentee statement in accordance with these instructions should be separated off by a red ink line drawn across the statement.

E.—In columns 8 and 9 it should be stated whether the departure or return occurred A. M. or P. M. on the date mentioned.

Form 9 (old 7A).

(See footnote Form 8.)

A. B. (who is now absent on furlough for the first / second / third time, and was previously absent on furlough from..... .....to.....and.....to.....)
has during his service for.....years immediately preceding the date on which he availed himself of furlough been employed,—
(1) In an office paid from the General or Provincial Revenues from the to the during which he drew an aggregate salary of ₹
(2) In an office paid from a Local Fund from the to the during which he drew an aggregate salary of ₹
A. B.'s allowances during the furlough are to be charged to—
Imperial or Provincial Revenues . . ₹ a month.
The Local Fund . . . . ,, ,,

A. C. (absent on privilege leave) has during a period of duty without interruption (immediately preceding the date on which he availed himself of leave) eleven times as long as the leave, been employed—
(1) In an office paid from the Imperial or Provincial Revenues from the to the during which he drew an aggregate salary of ₹
(2) In an office paid from a Local Fund from the to the during which he drew an aggregate salary of ₹
A. C.'s allowances during the privilege leave are to be charged to—
Imperial Revenues . . . ₹ a month.
The Local Fund . . . . ,, ,,

Head of Office.

Form 10 (old 8).

[See Chap. 5, Art. 69.]

Periodical Increment Certificate.

Certified that the officers named below are allowed the sanctioned periodical increments from the dates cited in column 8 for approved service :—

(1) Having been the incumbent of the appointments specified for not less than—year from the date in column 7 after deducting periods of suspension for misconduct and of absence on leave without pay.

(2) Being entitled to the increments as shown in the explanatory memo. attached.

Name of incumbent.	Whether substantive or acting.	Appointment.		Rate of Increment.		Date of last increment (or of appointment to post).	Date of present increment.	Pay after present increment.	Suspended for misconduct.		Leave without allowances.	
		Maximum.	Minimum.	Annual.	Biennial.				From	To	From	To
1	2	3	4	5	6	7	8	9	10	11	12	13

N.B.—The figures (1) or (2) should be placed against each name according as the reason (1) or (2) applies. The explanatory memo. should be submitted in any case in which an increment is given otherwise than for continuous service of the prescribed period.

Head of Office.

*Form 11 (old 9).

[See Chap. 5, Art. 75.]

CERTIFICATES.

1. Certified that I have satisfied myself that the amounts included in bills drawn 1 month / 2 months † previous to this date, with the exception of those detailed below (of 3 months / which the total amount has been refunded by deduction from this bill) have been disbursed to the officers therein named and their receipts taken in the Acquittance Roll.

**2. ~~Also that the journeys for which mileage has been claimed for non-gazetted ministerial or menial officers, were made under my orders.~~

vide slip N— 276

**3. Also that it was necessary for the officers for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt, and that the expense incurred on this account was not less than the halting allowance drawn (~~Article 1059, C. S. R.~~). amp: Rule 91

(Head of Office.)

*Passed for R*_____

*Date*_____ *19* .

(Controlling Officer.)

*Pay Rupees (in words and figures)*_____

‡ From _____ Sub-Treasury.

Examined and entered.

Treasury Officer.

Accountant.

*Date*_____ *19* .

Sub-Treasury Officer.

† One line to be used and the others scored out.

** Clause 2 should be scored out with a pen when no mileage is claimed under Article 1065 (*ii*), Civil Service Regulations, and clause 3 when there is no claim under Article 1059

‡ To be filled up when payable from a Sub-Treasury.

Incorporated in the District Accounts on _____

Accountant.

Page 166, Certificates on Form 11—

(1) *Certificate 2. Substitute the following for this certificate :—*

"2. Also that the journeys for which mileage has been claimed under Supplementary Rule 77 for non-gazetted ministerial or menial Government servants, were made by public or hired conveyance under my orders."

(2) *Certificate 3. Substitute* "(Supplementary Rule 91)" *for* "(Article 1059, C. S. R.)" *in line 4 of this certificate.*

(3) *Footnote* ** *Substitute* "Supplementary Rule 77" *and* "Supplementary Rule 91" *for* "Article 1065 (*ii*), Civil Service Regulations" *and* "Article 1059".

[C. A. C., Vol. I., 8th Edn., No. 275, dated 1st October 1923.]

No. 276.

Page 167, Form 11—

(1) *Heading of column 3. Substitute* "Actual pay" *for the existing heading of this column.*

(2) *Abstract at the foot of last column. Substitute* "Appropriation" *for* "Allotment".

[C. A. C., Vol. I., 8th Edn., No. 276, dated 1st October 1923.]

***Form 11**—*continued.*

Travelling Allowance Bill of the Establishment of _____ *for the month of* _____ *19* .

Name. 1	Designation and Head Quarters. 2	Maximum Pay of the Appointment. 3	Dates (and hours when necessary) of journeys and halts. 4		Route. 5		Purpose of journey. 6	Kind of journey, *i.e.*, by Road, Boat, Steamer or Rail (mail or ordinary). 7	No. of Miles. 8	Allowances claimed.						Total of each line. 12	Remarks. 13
			From	To	From	To				Mileage by Road or Boat or Actual Expenses. 9		Daily allowance. 10			Railway and Steamer fares. 11			
										Rate.	Amount.	No. of days.	Rate.	Amount.	Class, single or double.	Amount.		
		Vide slip 276									R a. p.			R a. p.		R a. p.	R a. p.	

From 11—*concluded.*

Instructions for preparing Travelling Allowance Bills.

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Hours of journey should be mentioned only—

   (1) When for an absence from head-quarters of not more than two consecutive days, daily allowance is claimed for two days.

   (2) When mileage or actual expenses in lieu thereof are claimed.

   (3) When both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately preceded or followed by a journey by road or by a halt.

3. Number of miles travelled should be entered in all cases of journeys by road or by boat.

4. The daily allowance of an officer acting in an appointment should be calculated on the pay or maximum pay of the appointment. (In the column "Pay" the full sanctioned pay of an appointment officiated in should be shown, but in the column "Designation" the word "acting" should be entered against officers who are officiating in appointments.)

5. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officers and not on Travelling Allowance Bills.

6. Fractions of a mile in the total of a bill for any one journey for each person should not be charged for.

7. When the first item of travelling allowance to any officer is a halt, the date of commencement of that halt, should be stated in the remarks column.

8. Scale of daily allowance admissible to non-gazetted officers *not included in Appendix 25 of C. S. R.*

				Daily Allowance.
On pay exceeding	R275	but not exceeding	R 500	R 3 0 0
Do.	„ 250	do.	„ 275	„ 2 12 0
Do.	„ 225	do.	„ 250	„ 2 8 0
Do.	„ 200	do.	„ 225	„ 2 4 0
Do.	„ 175	do.	„ 200	„ 2 0 0
Do.	„ 150	do.	„ 175	„ 1 12 0
Do.	„ 125	do.	„ 150	„ 1 8 0
Do.	„ 100	do.	„ 125	„ 1 4 0
Do.	„ 87½	do.	„ 100	„ 1 0 0
Do.	„ 75	do.	„ 87½	„ 0 14 0
Do.	„ 62½	do.	„ 75	„ 0 12 0
Do.	„ 50	do.	„ 62½	„ 0 10 0
Do.	„ 37½	do.	„ 50	„ 0 8 0
Do.	„ 25	do.	„ 37½	„ 0 6 0
Do.	„ 10	do.	„ 25	
In the Bombay Presidency .				„ 0 6 0
Elsewhere				„ 0 4 0

9. Scale for Inferior Servants—

If he travels over more than one Province	R 0 3 0
If he travels over a single Province .	„ 0 2 0

Detail of Actual Expenses.

No. 277.

Page 168, Instructions printed on Form 11—

Delete Instructions 4, 8 *and* 9, *and renumber other Instructions.*

[C. A. C., Vol. I., 8th Edn., No. 277, dated 1st October 1923.]

No. 278.

Page 169, Form 12—

(1) *Heading of column 3. Substitute* " Actual pay " *for the existing heading of this column.*

(2) *Footnote. Substitute* " Supplementary Rules 77 and 91 " *for* " Articles 1059 and 1065 (*ii*), Civil Service Regulations ".

[C. A. C., Vol. I., 8th Edn., No. 278, dated 1st October 1923.]

For Public Works Establishments.] *Form 12 (new). [Not payable at the Treasury.

[See Chap. 5, Art. 77.]

Travelling Allowance Journal of _____ *of* _____ *Division for the month of* _____ *19* .

1 Name.	2 Designation and Head Quarters.	3 Maximum pay of the Appointment.	4 Dates (and hours when necessary) of journeys and halts. From	4 To	5 Route. From	5 To	6 Purpose of journey.	7 Kind of journey, i.e., by Road, Boat, Steamer or Rail (mail or ordinary).	8 No. of miles.	Allowances Claimed. Mileage by Road or Boat or Actual Expenses.‡ 9 Rate.	9 Amount.	Daily allowance. 10 No. of days.	10 Rate.	10 Amount.	Railway and steamer fares. 11 Class, single or double.	11 Amount.	Total of each line. 12	Remarks. 13
											R a. p.			R a. p.		R a. p.	R a. p.	
										Total .								

_____ (In words.)

_____ *19* .

Detail of Actual Expenses :—

(Signature) _____

Passed for Rs. _____ (in words) _____

Dated _____ *19* .

Controlling Officer.

‡ The Head of Office should record, if necessary, the certificates required of him under Articles 1059 and 1065 (ii), Civil Service Regulations, or under any other rule.

Form 12—*concluded.*

Instructions for preparing Travelling Allowance Claims.

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Hours of journey should be mentioned only—

   (1) When for an absence from head-quarters of not more than two consecutive days, daily allowance is claimed for two days.

   (2) When mileage or actual expenses in lieu thereof are claimed.

   (3) When both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately preceded or followed by a journey by road or by a halt.

3. Number of miles travelled should be entered in all cases of journeys by road or by boat.

4. The daily allowance of an officer acting in an appointment should be calculated on the pay or maximum pay of the appointment. (In the column "Pay" the full sanctioned pay of an appointment officiated in should be shown, but in the column "Designation" the word "Acting" should be entered against officers who are officiating in appointments.)

5. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officers and not on Travelling Allowance Bills.

6. Fractions of a mile in the total for any one journey should not be charged for.

7. When the first item of travelling allowance to any officer is a halt, the date of commencement of that halt, should be stated in the remarks column.

8. Scale of daily allowance admissible to non-gazetted officers *not included in Appendix 26 of C. S. R.*

On pay exceeding				Daily Allowance.
			R 500	R 3 0 0
Do.	„ 250	do.	„ 275	„ 2 12 0
Do.	„ 225	do.	„ 250	„ 2 8 0
Do.	„ 200	do.	„ 225	„ 2 4 0
Do.	„ 175	do.	„ 200	„ 2 0 0
Do.	„ 150	do.	„ 175	„ 1 12 0
Do.	„ 125	do.	„ 150	„ 1 8 0
Do.	„ 100	do.	„ 125	„ 1 4 0
Do.	„ 87½	do.	„ 100	„ 1 0 0
Do.	„ 75	do.	„ 87½	„ 0 14 0
Do.	„ 62½	do.	„ 75	„ 0 12 0
Do.	„ 50	do.	„ 62½	„ 0 10 0
Do.	„ 37½	do.	„ 50	„ 0 8 0
Do.	„ 25	do.	„ 37½	„ 0 6 0
Do.	„ 10	do.	„ 25	
In the Bombay Presidency				„ 0 6 0
Elsewhere				„ 0 4 0

9. Scale for Inferior Servants—

If he travels over more than one Province.	R 0 3 0
If he travels over a single Province	„ 0 2 0

No. 279.

Page 170, Instructions printed on Form 12—

Delete Instructions 4, 8 *and* 9, *and renumber other Instructions.*

[C. A. C., Vol. I., 8th Edn., No. 279, dated 1st October 1923.]

[For Public Works Establishments.

* Form 13 (new).

[See Chap. 5, Art. 77.]

CERTIFICATES.

1. Certified that I have satisfied myself that the amounts included in bills drawn $\frac{\text{1 month}}{\text{2 months}}$ † previous to this date, with the exception of those detailed 3 months
below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the officers therein named and their receipts taken in the Acquittance Roll.

2. Certified that in support of each claim for which no voucher accompanies this bill, a duly completed travelling allowance journal countersigned by the proper authority has been placed on record in my office.

Date———————*19* . (*Head of office.*)

† One line to be used and the others scored out.

Pay Rupees (*in words and figures*)———————————

‡ From.....Sub-Treasury.

Examined and entered.

Accountant. *Treasury Officer.*

Sub-Treasury Officer.

Incorporated in the District Accounts on.....

Accountant.

‡ To be filled up when payable from a Sub-Treasury.

Form 13—*concluded.*

Abstract Travelling Allowance Bill of the Establishment of ———— *for the month of* ———— *19* .

Section of Establishment.	Name and rank.	Maximum pay of the appointment.	Particulars of charge.	Items. (Totals for each head of claim.)	Total for each person.	Total of each class.	Voucher accompanying.
		R		R a. p.	R a. p.	R a. p.	

No. 280.

Page 172, Form 13—

(1) *Heading of column 3. Substitute* "Actual pay" *for the existing heading of this column.*

(2) *Abstract at the foot of the last column. Substitute* "Appropriation" *for* "Allotment".

[C. A. C., Vol. I., 8th Edn., No. 280, dated 1st October 1923.]

No. 243.

Page 173, Form 14—

For the column "Budget grant for each head" *substitute* "Appropriation for each head".

[C. A. C., Vol. I, 8th Edn., No. 243, dated 1st April 1923.]

Form 14 (old 10).

[See Chap. 6, Art. 94.]

[To be printed on open royal.]

Register of Contingent Charges of the _____ *Department of the* _____ *District, 19* .

Left-hand page.

Date.	To whom paid. / Budget grant for each head.	No. of { Sub-voucher. Contingent abstract.	Detailed Heads of Budget. Sub-divisions of detailed heads as may be convenient. If the grant be not ordinarily allotted among the sub-divisions of a detailed head, they should be linked by a brace and the amount placed below. Each of these spaces represents a money column.										

Right-hand page.

Detailed Heads. Sub-divisions of detailed heads.		Unusual charges. Description.	Amount.	Total of each contingent abstract.	Total of each month's bill.	Date of detailed bill.	Date of admission with initials.	Remarks.

*Form 15 (old 11).

[See Chap. 6, Art. 104.]

[To be printed on foolscap.]

NOT PAYABLE AT THE TREASURY.

Government of	BILL OF CONTINGENT CHARGES OF	Month 19 .
Head of service.		Nos. of vouchers.
Nos. of sub-vouchers.	Description of charge, and date of authority (where special sanction is necessary).	Amount.
	The abstract contingent bill will contain the same detail of sub-vouchers and description of charge. The heading will state, instead of the above, the fact that a detailed bill is to be sent for countersignature on a named date. The memorandum at foot of this form also will be omitted.	
	TOTAL R (*words.*)	

Drawn on abstract bill No. Date R
Ditto
Ditto
Ditto
Add—Amount of disallowance refunded
Total of contingent bill R

	R	a.	p.
Allotment of 19	0	0	0
Expenditure, including this bill	0	0	0
Amount of work bills annexed	0	0	0
Balance available			

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above R25 in amount, and all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums, and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

Signature of Disbursing Officer.

Form 15—*concluded.*

Disallowed from sub-voucher No. Passed for R

Ditto.

Ditto.

I certify that in support of every charge of more than R25 made in this bill, a receipt or other voucher has been given me, and is now in my possession. The receipts and vouchers for items in excess of R100 are attached to the bill, and I am responsible that the receipts and vouchers for all other items of more than R25 are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended.

Signature of Countersigning Officer.

Date

*Form 16 (old 12).

[See Chap. 6, Art. 101.]

DISTRICT OF	DETAILED BILL OF CONTINGENT CHARGES OF FOR THE MONTH OF 19 .
	HEAD OF SERVICE—

Number of sub-voucher.	Description of charge and number and date of authority for all charges requiring special sanction.	Amount. R	a.	p.
	Total (in words) .			

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid, with the exception noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above R25 in amount are attached to this bill, save those noted below, which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for other sums, and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

	R	a.	p.
Allotment for current year .			
Expenditure including this bill			
Amount of work bills annexed.			
Balance available .			

Signature and designation of Drawing Officer.

Pay R

Exd. *Accountant.* (Date) *Treasury Officer.*

No. 422.

Page 177, Form 17 as amended by correction slip No. 55, dated the 1st April 1921.

Insert the following at the bottom of the right hand corner of the form :—

For use in Accountant General's Office.

Refund noted in Fine statement.

Admitted

Objected

Auditor. Superintendent.

[C. A. C., Vol. I, 8th Edn., No. 422, dated 1-6-25.]

No. 55.

Form 17—

For the head '1—Refunds and Drawbacks' *against the entry* 'Head of service chargeable' *in this Form substitute* 'Deduct—Refunds (Name of Revenue head).'

(C. A. C., I., 8th Edition, Reforms List, No. 55—1-4-21.)

Form 17 (old 13).

[See Chap. 7, Art. 113 and Chap. 12, Art. 198(4).]

DISTRICT OF

Head of service chargeable.

REFUNDS OF REVENUE.

1.—REFUNDS AND DRAWBACKS.

whose name credited.	On what account received.	Amount realized.			Date of payment into Treasury.	Amount in which included and head to which credited.			Treasury Officer's signature in token of verification of Treasury credit.	Name of Payee.	Amount to be refunded.		
1	2	3			4	5			6	7	8		
		R	a.	p.		R	a.	p.			R	a.	p.

(1) Certified that this order of refund has been registered and noted against the original receipt entry in the Departmental account under my initials and previous order for refund of the same sum has not been issued.
(2) Passed for payment under sanction given in.....
(3) Sanctioned and passed for payment.
NOTE.—(2) or (3) to be struck out as required.

Received Payment.
Claimant's signature.

*The*_____ *19*

Examined. *Accountant.*

Magistrate or other Officer.

*Pay Rupees*_____) *only.*

Officer in charge of Treasury.

In cases where refunds of fines are permitted to be made direct from Treasuries or Sub-Treasuries other than those at which they were credited, the entry in column 5 should include the name of the Treasury or Sub-Treasury in which amount was credited and column 6 should be filled up by the Treasury Officer of the head-quarters (not Sub) Treasury.

Form 18 (old 13A).

[See Chap. 7, Art. 124.]

Cash Book of the _____ *Mission for the month of* _____ *19*

Receipts.				Payments.					
Date.	Particulars.	From whom or what Treasury received.	Amount.	Date.	Consecutive No. of vouchers.	Particulars.	Numbers indicating classification of charges in Class II.	Amount.	Remarks.
			R a. p.					R a. p.	
	Opening balance from previous months.	.....	907 6 9	3rd April .	1	Pay of Office Establishment for March 19 .	.....	500 12 4	
2nd. April .	Received advance for political expenditure sanctioned per Finance Department No. , dated .	Peshawar Treasury.	25,000 0 0	,, ,, .	2	Salary of Captain, Officer in charge	.....	904 6 9	
				,, ,, .	3	Hire of camels employed in March 19 .	II. 8	5,010 5 6	
5th ,, .	Recovered from A. B C. for hire of camels supplied to officers, etc.	A. B C . .	1,000 0 0	,, ,, .	4	Secret Service	II. 12	500 0 0	
6th ,, .	Recovery of advance made to X.Y.Z., clerk when starting with the Mission.	X. Y Z. . .	50 0 0	,, ,, .	5	Wages of guides employed . .	II. 15	150 0 0	
				9th ,, .	6	Construction of boundary pillars at	II. 19	300 0 0	
15th ,, .	Sale-proceeds of unserviceable stores.	Officer in charge of Mission.	100 0 0	15th ,, .	7	Purchase of blankets or postins for	II. 7	15 7 0	
				20th ,, .	8	Cost of telegrams and postage .	II. 17	50 0 0	
16th ,, .	Receipts on account of rations supplied to escorts.	Chief Supply and Transport Officer, Quetta.	376 0 0	26th ,, .	9	Compensation to Darpakhel villages for loss of life.	II. 10(b)	1,200 0 0	
18th ,, .	Recovery on account of charges overdrawn in voucher No. for	Officer in charge of Mission.	5 0 0	,, ,, .	10	Compensation for damages to the Torikhel shrine	II. 10(b)	200 0 0	
				,, ,, .	11	Purchase of an Arab for presentation to	II. 4	3,000 0 0	
				,, ,, .	12	Roza to the Duri Maliks . .	II. 14	300 0 0	
	Total .		27,438 6 9			Closing balance .		16,307 6 5	
						Total .	.....	27,438 6 9	

Form 19 (old 13B).

[See Chap. 7, Art. 124.]

Statement.

Date of purchase.	Voucher number in which charged.	Number of articles.	Description.	Price.	Disposal and date.
				R	

Form 20 (old 14).

[See Chap. 8, Art. 137.]

Estimate of Loans proposed to be made and of expected recoveries by -19 .

	Advances to cultivators under the Land Improvement Loans Act, the Agriculturists' Loans Act, or any other Acts; loans under the Co-operative Credit Societies Act; and loans under the Burma Fisheries Act.	Advances under special laws such as the Bengal Drainage and Embankment Acts, and the Bundelkhand Encumbered Estates Act.	Loans to Native Estates.	Loans to land-holders and notabilities apart from the provisions of any law.	Loans to Public Corporations other than Presidency Corporations.	Miscellaneous Loans and Advances.	Total.
	₹	₹	₹	₹	₹	₹	₹
(*a*) Balance outstanding March 31st last . . .							
(*b*) Advances estimated to be made during current year†							
(*c*) TOTAL .							
(*d*) Deduct repayments anticipated†							
(*e*) Balance outstanding March 31st next . . .							
(*f*) Advances estimated to be made next year† .							
(*g*) TOTAL .							
(*h*) Deduct repayments anticipated† . . .							
(*k*) Balance outstanding at end of next year . . .							

† Details of these should be given separately in any case where a single advance or loan exceeds R25,000.

The excess of (*e*) over (*a*) must not exceed the amount placed by the Government of India at credit of the Loan and Advance Account during the current year. The excess of (*k*) over (*e*) is the amount for which a further credit is asked for from the Government of India during the ensuing year.

No. 244.

Page 180, Form 20—

Cancel this Form.

[C. A. C., Vol. 1, 8th Edn., No. 244, dated 1st April 1923.]

No. 389.

Pages 181—187

Forms Nos. 21 to 24, as substituted by correction No. 366.

Remove these forms to the end of the existing forms and alter their numbers to 'S.-126', 'S.-127', 'S.-128' and 'S.-129' respectively

[C. A. C., Vol. I, 8th Edn., No. 389, dated 1-6-25.]

No. 366.

Pages 181-187. Forms 21-24 (as corrected by correction slips Nos. 76, dated 1st January 1922, 111, dated 15th October 1922 and 307, dated 1st March 1924)—

For the existing forms *substitute* the following :—

FORM 21.

[See Chapter 9, Article 155.]

Form of Mortgage.

THIS INDENTURE made the day of One thousand nine hundred and BETWEEN of a Civil Officer of (hereinafter referred to as the mortgagor which term shall where the context so admits include his heirs, executors, administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where the context so admits include his successors and assigns) of the other part.

WHEREAS the mortgagor is absolutely seized and possessed of or otherwise well entitled to the land hereditaments and premises hereinafter described and expressed to be hereby conveyed transferred and assured (hereinafter referred to as the said hereditaments).

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of Rs. for the purpose of enabling him to defray the expenses [1] of as a suitable residence for his own use.

[1] *Insert* :—

"the purchase of the said hereditaments" "building house on the said hereditaments" or "Repairing the said hereditaments" as the case may be.

AND WHEREAS under the provisions contained in Article 155 of the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force) the mortgagee has agreed to advance to the mortgagor the said sum of Rs.
[payable as follows that is to say the sum of Rs.
on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal instalments payable quarterly, the first of such instalments to be payable on the day of

[2] *Delete* :—

Words in crotchets if advance is not to be by instalments.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs. paid on or before the execution of these presents to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) for the purpose of enabling the mortgagor to defray the hereinbefore recited expenses the mortgagor hereby covenants with the mortgagee to repay to the mort-

gagee the said sum of Rs. [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf][2] and interest thereon calculated according to the said Code on the day of next[3] and if the loan shall not be repaid on that date will pay interest in accordance with the said Code. AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid he the mortgagor doth hereby convey transfer and assure unto the mortgagee ALL that piece of land situate in the registration district of sub-registration district of containing more or less now in the occupation of the mortgagor and bounded on the North by on the South by on the East by and on the West by together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings now erected or hereafter to be erected on the said piece of land together with all rights, easements and appurtenances to the said hereditaments or any of them belonging TO HOLD the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of rupees [and of such further sums as may have been paid as aforesaid][2] made upon the security of these presents shall have been repaid and interest thereon calculated according to the said Code by the deduction of monthly instalments of the salary of the mortgagor as in the said Code mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said hereditaments unto and to the use of the mortgagor or as he may direct AND it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service before the said sum of rupees [and any further sums as may have been paid as aforesaid] and interest thereon calculated according to the said Code shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said hereditaments or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby AND to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that the mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the mortgagor AND it is hereby agreed and declared that the said Code shall be deemed and taken to be part of these presents.

[2] *Delete* :—
Words in crotchets if advance is not to be by instalments.

[3] *Insert* a date two or four years as the case may be from the date of commencement of repayment of the loan. Where possible the land should also be described by reference to Government map or survey.

The mortgagor hereby covenants with the mortgagee that he the mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the said Code on his part to be observed and performed in respect of these presents and the said hereditaments.

IN WITNESS whereof the mortgagor hath hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor)
in the presence of
1st witness
address
occupation
2nd witness
address
occupation

(The deed should be registered.)

NOTE.—There *must* be *two* witnesses to a mortgage.

FORM 22.

(See Chapter 9, Article 155 (*a*), Rule VII Note.)

Form of Mortgage for House Building Advances granted to officers who do not possess full proprietary rights in the land upon which they intend to build a house.

THIS INDENTURE made the day of

BETWEEN

of
a Civil Officer of
(hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors and assigns) of the other part.

WHEREAS the mortgagor is entitled to the piece of land; hereditaments and premises hereinafter described under a lease from
dated
for a term of years expiring[1]
subject to a rental of
Rs. per[2]

[1] date of end of lease.

[2] mensem or annum.

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of rupees
for the purpose of enabling him to defray the expenses of[3]
as a suitable residence for his own use.

[3] *Insert* "the purchase of the said hereditaments". "building a house on the said hereditaments" or "Repairing the said hereditaments" as the case may be.

AND WHEREAS under the provisions contained in Article 155 of the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof

or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. [payable as follows that is to say the sum of Rs. on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal instalments payable quarterly the first of such instalments to be payable on the day of][4]

[4] *Delete* words in crotchets if further advances are not to be made.

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said sum of Rupees [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf][4] and interest thereon calculated according to the said Code on the[5] day of next and if the loan shall not be repaid on that date will pay interest in accordance with the said Code.

[5] Two or four years from date of commencement of repayment of loan as the case may be.

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby demise let and transfer unto the mortgagee ALL THAT piece of land situate in in the registration district of sub-district thana containing more or less and bounded on the North by on the East by on the South by and on the West by together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings and all kinds used or intended to be used with the said dwelling-house[6] (lately erected) together with all rights easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land unto the mortgagee his successors and assigns for all the residue now unexpired of the said term of years granted by the said lease except the last day of the said term PROVIDED ALWAYS that if and as soon as the said advance of Rs. [and of such further sums as may have been paid as aforesaid] made upon the security of these presents and interest thereon calculated according to the said Code shall have been repaid by the deduction of monthly instalments of the salary of the mortgagor as in the said Code mentioned or by any other means whatsoever the demise hereby made shall be void AND the mortgagor hereby covenants with the mortgagee that the lease creating the term or state for which the said land is held by the mortgagor is now a good, valid and effectual lease and is in full force, unforfeited and unsurrendered and free from encumbrances and in nowise become void or voidable and that all the rents reserved thereby and all the convenants, conditions and agreements contained therein and on his part to be paid observed and performed have been paid, observed and performed up to the date of these presents AND also that the mortgagor will at all times so long as any money remains due on the security of these presents pay, observe and perform or cause to be paid, observed and performed all the said rents, covenants, conditions and agreements and will keep the mortgagee indemnified against all actions, proceedings, costs, charges, claims and demands, if any, to be incurred or

[6] Or "hereafter to be erected" or "now being erected" as the case may be.

FORM 23.

Form of Re-conveyance for Housebuilding Advances.

THIS INDENTURE made the day of 19 BETWEEN the SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the one part and a Civil officer of (hereinafter called the mortgagor) of the other part is supplemental to an Indenture of mortgage, dated the day of 19 and made BETWEEN the mortgagor of the one part and the SECRETARY OF STATE of the other part and registered at in Book Volume pages to as No. for (hereinafter called the PRINCIPAL INDENTURE) WHEREAS all moneys due and owing on the security of the PRINCIPAL INDENTURE have been fully paid and satisfied and the Secretary of State has accordingly at the request of the mortgagor agreed to execute such re-conveyance of the mortgaged premises in the within written INDENTURE comprised as is hereinafter contained. NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Secretary of State doth hereby grant assign and reconvey unto the mortgagor, his heirs, executors, administrators and assigns ALL THAT the piece of land situate in the containing more or less bounded on the North by on the South by on the East by on the West by together with the dwelling house and out-offices, stables, cook-rooms and outbuildings thereon AND ALL and singular other the premises in the PRINCIPAL INDENTURE comprised or expressed to be thereby assured or which now are by any means vested in the Secretary of State subject to redemption under or by virtue of the PRINCIPAL INDENTURE with their rights easements and appurtenances as in the PRINCIPAL INDENTURE expressed and all the estates right title interest property claim and demand whatsoever of the Secretary of State into out of or upon the same premises by virtue of the PRINCIPAL INDENTURE to have and to hold the premises hereinbefore expressed to be hereby granted assigned and reconveyed unto and to the use of the mortgagor his heirs, executors, administrators and assigns for ever freed and discharged from all moneys intended to be secured by the PRINCIPAL INDENTURE and from all actions, suits, accounts, claims and demands for, or, in respect of, the said moneys or any part thereof or, for, or in respect of, the PRINCIPAL INDENTURE or of anything relating to the premises AND the Secretary of State hereby covenants with the mortgagor his heirs, executors, administrators and assigns that Secretary of State has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof are, is or can be impeached, incumbered or affected in title estate or otherwise howsoever IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed sealed and delivered by—
for and on behalf of the Governor-General of India in Council acting in the premises for and on behalf of the Secretary of State for India in Council in the presence of

sustained by the mortgagee by reason of the non-payment of the said rents or the non-observance or non-performance of such covenants, conditions or agreements or any of them AND ALSO that the mortgagor now has good right and full powers to demise the said premises to the mortgagee in manner aforesaid AND that it shall be lawful for the mortgagee to enter into and upon and to hold and enjoy the said demised premise during the terms hereby granted without any interruption or disturbance by the mortgagor or any person claiming through or in trust for him, AND that the mortgagor at the request at any time hereafter of the mortgagee will at his own cost execute and do all such assurances and things as may be necessary or proper for more effectually vesting the said premises in the mortgagee in manner aforesaid as may by the mortgagee be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore recited lease IN trust for the purchaser his executors, administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the mortgagee shall consent thereto in writing IN WITNESS whereof the mortgagor, hath hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor)
in the presence of

1st witness
Address
Occupation
2nd witness
Address
Occupation

(The deed should be registered.)

NOTE.—There *must* be *two* Witnesses to a mortgage.

No. 383.

Page 187, Form 24 (as introduced by correction No. 366, dated 1st March 1925).

Substitute the words "the borrower shall die or otherwise cease to be in the service of the Secretary of State" for the words "the borrower shall leave the service of the Secretary of State or die" in line 24.

[C. A. C., Vol. I, 8th Edn., No. 383, dated 1-6-25.]

FORM 24.

Form of Mortgage Bond for Motor Car / Boat / Cycle **Advance.**

THIS INDENTURE made this day of

BETWEEN

(hereinafter called the borrower) of the one part and the SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part.

WHEREAS the BORROWER has applied for an advance to purchase the motor -described in the Schedule hereto on the terms of Article $\frac{156}{157}$ of Volume I of the Civil Account Code (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force). NOW THIS INDENTURE WITNESSETH that in consideration of the sum of Rs. on or before the execution of these presents paid by the Secretary of State to the borrower (the receipt whereof the borrower hereby acknowledges) he the borrower doth hereby assigns and transfers unto the Secretary of State all that motor car more particularly described in the schedule hereunder written by way of security for the said sum of Rs. and interest thereon calculated according to the said Code and the borrower doth further agrees and declares that he will duly pay to the Secretary of State the sum of Rs. aforesaid or the balance thereof as shall not have been repaid at the date of these presents by equal payments of Rs. each on the first day of every month after the date of these presents and will pay interest on the sum owing calculated according to the said Code in the manner provided by the said Code PROVIDED ALWAYS and it is hereby agreed and declared that if the borrower shall at any time make default in the payment of any of the said instalments for the period of 10 days after the time herein before provided for payment thereof or if the borrower shall leave the service of the Secretary of State or die or if the borrower shall become insolvent or make any composition or arrangement with his creditors or if any one shall take proceedings in execution of any decree or judgment against the borrower the whole of the said principal sum which shall for the time being remain unpaid together with interest thereon calculated according to the SAID CODE shall forthwith become payable and it is hereby agreed and declared that the Secretary of State may on the happening of any of the events hereinbefore mentioned seize and take possession of the said motor car and either remain in possession thereof without removing the same or else may remove and sell the said motor car either by public auction or private contract and may out of the sale moneys retained the principal sum aforesaid or so much thereof as may for the time being remain unpaid and interest thereon calculated according to the said Code and all costs charges, expenses and payments properly incurred or made in maintaining, defending or realising his rights hereunder and shall pay over the surplus, if any, to the borrower, his executors, administrators or representatives and the borrower hereby further agrees with the Secretary of State that he will not permit or suffer the said motor car to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof and will whenever the said motor car is injured or deteriorated forthwith

repair and make good the same and will keep the said motor car insured against loss or damage by fire or accident.

IN WITNESS WHEREOF the said (borrower) hath hereunto set his hand.—

The Schedule above referred to

Signed by the said
(borrower).

_____

Signature of (borrower).

In the presence of

_____

(C. A. C., Vol. I., 8th Edn., No. 366, dated 2-3-25.)

No. 111.

Pages 181 and 183—

In the revised forms of mortgage, Nos. 21 and 22, introduced by correction No. 76, dated 1st January 1922, for the words "In witness whereof the parties hereto have hereunto set their hands the day and year first above written" *substitute* "In witness whereof the mortgagor, hath hereunto set his hand the day and year first above written".

[C. A. C., Vol. I, 8th Edn., No. 111, dated 15th October 1922.]

No. 76.

Pages 181 to 185—Forms 21 and 22—

Substitute the following forms for the existing forms 21 and 22 :—

Form 21.

[See Chapter 9, Article 155.]

Form of Mortgage.

THIS INDENTURE made the day of One thousand nine hundred and BETWEEN of a Civil Officer of (hereinafter referred to as the mortgagor which term shall where the context so admits include his heirs executors administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where the context so admits include his successors and assigns) of the other part.

WHEREAS the mortgagor is absolutely seized and possessed of or otherwise well entitled to the land hereditaments and premises hereinafter described and expressed to be hereby conveyed transferred and assured (hereinafter referred to as the said hereditaments).

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of Rs. for the purpose of enabling him to defray the expenses[1] of as a suitable residence for his own use.

AND WHEREAS under the provisions contained in Article 155 of the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. [payable as follows that is to say the sum of Rs. on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal instalments payable quarterly, the first of such instalments to be payable on the day of][2].

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs. paid on or before the execution of these presents to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) for the purpose of enabling the mortgagor to defray the hereinbefore recited expenses the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said sum of Rs. [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf][2] on the day of next[3] AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid he the mortgagor doth hereby convey transfer and assure unto the mortgagee ALL that piece of land situate in the district of registration district of sub-registration district of containing more or less now in the occupation of the mortgagor and bounded on the North by on the South by on the East by and on the West by together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings now erected or hereafter to be erected on the said piece of land together with all rights, easements and appurtenances to the said hereditaments or any of them belonging TO HOLD the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of rupees [and of such further sums as may have been paid as aforesaid][2] made upon the security of these presents shall have been repaid by the deduction of monthly instalments of the salary of the mortgagor as in the said Code mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said hereditaments unto and to the use of the mortgagor or as he may direct AND it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service before the said sum of rupees [and any further sums as may have been paid as aforesaid]

[1] *Insert* :— "the purchase of he said hereditaments" or "building house on he said hereditaments" or "Repairing the said hereditaments" as the case may be.

[2] *Delete* words in crotchets if advance is not to be by instalments.

[3] *Insert* a date two or four years as the case may be from the date of commencement of repayment of the loan.

Where possible the land should also be described by reference to Government map or survey.

shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said hereditaments or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby AND to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that the mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the mortgagor AND it is hereby agreed and declared that the said Code shall be deemed and taken to be part of these presents.

The mortgagor hereby covenants with the mortgagee that he the mortgagee will during the continuance of this security observe and perform all the provisions and conditions of the said Code on his part to be observed and performed in respect of these presents and the said hereditaments.

IN WITNESS whereof, the parties hereto have hereunto set their hands the day and year first above written.

Signed by the said (Mortgagor).
in the presence of
1st witness,
address
occupation
2nd witness
address
occupation

(The deed should be registered.)

NOTE.—There *must* be *two* witnesses to a mortgage.

Form 22.

(See Chapter 9, Article 155 (*a*), Rule VII, Note.)

Form of Mortgage for House Building Advances granted to officers who do not possess full proprietary rights in the land upon which they intend to build a house.

THIS INDENTURE made the day of

BETWEEN

of
a Civil Officer of
(hereinafter called the mortgagor which term shall where not repugnant to the context include his heirs, executors and administrators and assigns) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as the mortgagee which term shall where not repugnant to the context include his successors and assigns) of the other part.

WHEREAS the mortgagor is entitled to the piece of land, hereditaments and premises hereinafter described under a lease from

dated
for a term of years expiring[1]
subject to a rental of Rs. per[2]

[1] date of end of lease.
[2] mensem or annum.

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of rupees

for the purpose of enabling him to defray the

expenses of[1]
as a suitable residence for his own use.

AND WHEREAS under the provisions contained in Article 155 of the Civil Account Code, Volume I (hereinafter referred to as the said Code which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force and shall be deemed to form part of these presents) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. [payable as follows that is to say the sum of Rs. on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by equal instalments payable quarterly the first of such instalments to be payable on the day of

]²

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the mortgagor doth hereby covenant with the mortgagee to pay to the mortgagee the said sum of Rupees [and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf]² on the [3] day of next

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor doth hereby demise let and transfer unto the mortgagee ALL THAT piece of land situate in in the registration district of sub-district thana containing more or less and bounded on the North by on the South by on the East by and on the West by together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings and all kinds used or intended to be used with the said dwelling-house[4] (lately erected) together with all rights easements and appurtenances to the same or any of them belonging TO HOLD the said premises including all erections and buildings hereafter erected on the said land unto the mortgagee his successors and assigns for all the residue now unexpired of the said term of years granted by the said lease except the last day of the said term PROVIDED ALWAYS that if and as soon as the said advance of Rs. [and of such further sums as may have been paid as aforesaid] made upon the security of these presents shall have been repaid by the deduction of monthly instalments of the salary of the mortgagor as in the said Code mentioned or by any other means whatsoever the demise hereby made shall be void AND the mortgagor hereby covenants with the mortgagee that the lease creating the term or state for which the said land is held by the mortgagor is now a good, valid and effectual lease and is in full force, unforfeited and unsurrendered and free from encumbrances and in nowise become void or voidable and that all the rents reserved thereby and all the covenants, conditions and agreements contained therein and on his part to be paid observed and performed have been paid, observed and performed up to the date of these presents AND also that the mortgagor will at all times so long as any money remains due on the security of these presents pay, observe and perform or cause to be paid, observed and performed all the said rents, covenants, conditions and agreements and will keep the mortgagee indemnified against all actions, proceedings, costs, charges, claims and demands, if any, to be incurred or

Insert the purchase of the said hereditaments." "building a house on the said hereditaments" or "Repairing the said hereditaments" as the case may be.

²*Delete* words in crotchets if further advances are not to be made.

[3] Two or four years from date of commencement of repayment of loan as the case may be.

[4] Or "hereafter to be erected" or "now being erected" as the case may be.

sustained by the mortgagee by reason of the non-payment of the said rents or the non-observance or non-performance of such covenants, conditions or agreements or any of them AND ALSO that the mortgagor now has good right and full powers to demise the said premises to the mortgagee in manner aforesaid AND that it shall be lawful for the mortgagee to enter into and upon and to hold and enjoy the said demised premises during the terms hereby granted without any interruption or disturbance by the mortgagor or any person claiming through or in trust for him, AND that the mortgagor at the request at any time hereafter of the mortgagee will at his own cost execute and do all such assurances and things as may be necessary or proper for more effectually vesting the said premises in the mortgagee in manner aforesaid as may by the mortgagee be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the mortgagee on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said premises or buildings or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore recited lease IN trust for the purchaser his executors administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the mortgagee shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the mortgagor AND IT IS HEREBY DECLARED that no lease made by the mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the mortgagee shall consent thereto in writing IN WITNESS whereof the parties hereto have hereunto set their hands the day and the year first above written.

Signed by the said (Mortgagor)
in the presence of
1st witness
address
occupation
2nd witness
address
occupation.

(The deed should be registered).

NOTE.—There *must* be *two* witnesses to a mortgage.

(C. A. C., Vol. I, 8th edn., No. 76, dated 1st January 1922.)

* Form 21 (old 14A).

[See Chap. 9, Art. 155 (*a*), Rule VI.]

Form of Mortgage Bond for House Building Advance.

THIS INDENTURE made the _____ day of _____ one thousand nine hundred and _____ BETWEEN _____ of _____ a Civil Officer of _____ of the one part and the SECRETARY OF STATE FOR INDIA IN COUNCIL of the other part WITNESSETH that under the provisions of Article 155, clause (*a*) (*b*) (*c*) of Volume I of the current edition of the Civil Account Code of the Government of India. And in consideration of the sum of rupees _____ paid to the said _____ by the said Secretary of State in Council (the receipt whereof the said _____ doth hereby acknowledge) for the purpose of enabling the said _____ to defray the expenses of building a suitable house for his own residence in _____ he the said _____ doth hereby for himself, his heirs, executors, administrators covenant with the said Secretary of State in Council and his successors that he the said _____ his heirs, executors or administrators will pay unto the said Secretary of State, his successors or assigns the said sum of Rupees _____ on the _____ day of _____ next :** AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid he the said _____ doth hereby convey unto the said Secretary of State, his successors and assigns : ALL that piece of land situate in the _____ district of _____ registration district of _____ and sub-registration district of _____ containing _____ more or less bounded on the north by _____ on the south by _____ on the east by _____ on the west by _____ together with the dwelling-house and the out-offices, stable, cook-rooms and out-buildings of all kinds used or intended to be used with the said dwelling-house lately erected,† and together with all rights, easements and appurtenances to the same or any of them belonging : TO HOLD the said premises unto the said Secretary of State, his successors and assigns absolutely as his and their own property : PROVIDED always that if and as soon as the said sum of rupees _____ shall have been repaid by the deduction of monthly instalments of the salary of the said _____ as in the said Article mentioned or by any other means whatsoever the said Secretary of State, his successors and assigns will at any time thereafter upon the request and at the cost of the said _____ his executors, administrators and assigns reconvey the said premises unto the said _____ his executors, administrators and assigns or as he or they shall direct : AND it is hereby declared that if the said _____ shall die or quit the service before the said sum of rupees _____ shall have been fully paid off then and in either of such cases it shall be lawful for the said Secretary of State, his successors or assigns to sell the said premises or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby : AND TO DO and execute all such acts and assurances for effectuating any such sale as

*Four years from the date of commencement of repayment of the loan.

† Where the house, offices, etc. have not been erected but are in course of being built insert "lately erected" or "substituted hereafter to be erected" or "now being erected", as the case may be.

the said Secretary of State, his successors or assigns shall think fit; AND it is hereby declared that the receipt of the said Secretary of State, his successors or assigns for the purchase-money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom: AND it is hereby declared that the said Secretary of State, his successors and assigns shall hold the moneys to arise from any sale in pursuance of the aforesaid power Upon Trust in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the said _____ his executors, administrators or assigns:

AND it is hereby declared that the said Article 155, clause $\frac{(a)}{(b)}$ of the said Civil Account Code shall be deemed and taken to be part of these presents.

IN WITNESS whereof the said _____ and _____ by order of the Governor General of India in Council (or of the Governor of _____ in Council) (or of the Lieutenant-Governor of _____) (or of the Chief Commissioner of _____) on behalf of the said Secretary of State in Council have hereunto set their hands the day and the year first above written.

Signed by the said _____ and _____ in the presence of—

(1) _____ Name of witness, address and occupation of witness.
(2) _____
(3) _____ Name of second witness, address and occupation of witness.
(4) _____

* Form 22 (old 14 BB).

[See Chap. 9, Art. 155 (*a*), Rule VII, Note.]

Form of Mortgage Bond for House Building Advances granted to officers who do not possess full proprietary rights in the land upon which they intend to build a house.

THIS INDENTURE is made the day of

BETWEEN

of

a Civil Officer of

(hereinafter called "the mortgagor" which term shall where not repugnant to the context include his heirs, executors and administrators) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as "The Secretary of State" which term shall where not repugnant to the context include his successors and assigns) of the other part

WHEREAS the mortgagor is entitled to the piece of land hereinafter described under a lease from

dated

for a term of years expiring (1)

subject to a rental of Rs. per (2)

(1) date of end of lease.

(2) mensem or annum.

AND WHEREAS the mortgagor has applied to the Secretary of State for an advance of the sum of Rupees for the purpose of enabling him to defray the expenses of building a suitable house for his own residence on the land aforesaid and the said advance has been made to him accordingly under the provisions of Article 155, clause (*a*) (*b*) (*c*) of Volume I of the current edition of the Civil Account Code of the Government of India (as he doth hereby acknowledge) on his agreeing to give the security hereinafter appearing.

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the Mortgagor doth hereby covenant with the Secretary of State to pay to the Secretary of State the said sum of Rupees on the (3) day of next

(3) Four years from date of commencement of repayment of loan.

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the Mortgagor doth hereby demise let and transfer unto the Secretary of State ALL THAT piece of land situate in in the registration district of sub-district thana containing more or less and bounded on the North by on the South by on the East by and on the West by together with the dwelling-house and the

out-offices, stables, cook-rooms and outbuildings of all kinds used or intended to be used with the said dwelling-house(4) (lately erected) together with all rights easements and appurtenances to the same or any of them belonging TO HOLD the said premises unto the Secretary of State his successors and assigns for all the residue now unexpired of the said term of years granted by the said lease except the last day of the said term PROVIDED ALWAYS that if and as soon as the said advance of Rs. made upon the security of these presents shall have been repaid by the deduction of monthly instalments of the salary of the Mortgagor as in the said Article mentioned or by any other means whatsoever the demise hereby made shall be void AND the Mortgagor hereby covenants with the Secretary of State that the lease creating the term or estate for which the said land is held by the Mortgagor is now a good, valid and effectual lease and is in full force, unforfeited and unsurrendered and free from encumbrances and in nowise become void or voidable and that all the rents reserved thereby and all the covenants, conditions and agreements contained therein and on his part to be paid observed and performed have been paid, observed and performed up to the date of these presents AND also that the Mortgagor will at all times so long as any money remains due on the security of these presents pay observe and perform or cause to be paid, observed and performed all the said rents, covenants, conditions and agreements and will keep the Secretary of State indemnified against all actions, proceedings, costs, charges, claims and demands, if any, to be incurred or sustained by the Secretary of State by reason of the non-payment of the said rents or the non-observance or non-performance of such covenants, conditions or agreements or any of them AND ALSO that the Mortgagor now has good right and full power to demise the said premises to the Secretary of State in manner aforesaid AND that it shall be lawful for the Secretary of State to enter into and upon and to hold and enjoy the said demised premises during the term hereby granted without any interruption or disturbance by the Mortgagor or any person claiming through or in trust for him, AND that the Mortgagor at the request at any time hereafter of the Secretary of State will at his own cost execute and do all such assurances and things as may be necessary or proper for more effectually vesting the said premises in the Secretary of State in manner aforesaid as may by the Secretary of State be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the Mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the Secretary of State on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the Secretary of State to sell the said premises or buildings or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the Secretary of State shall think fit AND it is hereby declared that the receipt of the Secretary of State for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom

(4) Or "hereafter to be erected" or "now being erected" as the case may be.

AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the Mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore recited lease IN trust for the purchaser, his executors, administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the Secretary of State shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the Mortgagor AND IT IS HEREBY DECLARED that no lease made by the Mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the Secretary of State shall consent thereto in writing AND it is hereby declared that the said Article shall be deemed and taken to be part of these presents IN WITNESS whereof the Mortgagor and(5) by order of the Governor General of India in Council acting on behalf of the Secretary of State have hereunto set their hands the day and the year first above written.

(5) Officer authorised to execute for Government.

Signed by the said (Mortgagor)
in the presence of
1st witness
address
occupation
2nd witness
address
occupation
Signed by the said
in the presence of
1st witness
address
occupation
2nd witness
address
occupation

NOTE.—(*a*) The same persons can witness both signature
(*b*) There *must* be *two* witnesses to a mortgage.

Rly 389

Form 23 (old 14AA).

[See Chap. 9, Art. 155 (*a*), Rule VI.]

Form of Re-conveyance for House-building Advances.

THIS INDENTURE made the day of 19 BETWEEN THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the one part and

A Civil officer of (hereinafter called the mortgagor) of the other part is supplemental to an Indenture of mortgage, dated the day of 19 and made between the mortgagor of the one part and the Secretary of State of the other part and registered at in Book , Volume ; pages to as No. for (hereinafter called the Principal Indenture) WHEREAS all moneys due and owing on the security of the Principal Indenture have been fully paid and satisfied and the Secretary of State has accordingly at the request of the mortgagor agreed to execute such re-conveyance of the mortgaged premises in the within written Indenture comprised as is hereinafter contained NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Secretary of State doth hereby grant assign and reconvey unto the mortgagor, his heirs, executors, administrators and assigns ALL THAT the piece of land situate in the containing more or less bounded on the North by on the South by on the East by on the West by together with the dwelling house and outoffices, stables, cook-rooms and outbuildings thereon AND ALL and singular other the premises in the Principal Indenture comprised or expressed to be thereby assured or which now are by any means vested in the Secretary of State subject to redemption under or by virtue of the Principal Indenture with their rights easements and appurtenances as in the Principal Indenture expressed and all the estates right title interest property claim and demand whatsoever of the Secretary of State into out of or upon them same premises by virtue of the Principal Indenture TO have and to hold the premises hereinbefore expressed to be hereby granted assigned and reconveyed unto and to the use of the mortgagor his heirs executors, administrators and assigns for ever freed and discharged from all moneys intended to be secured by the Principal Indenture and from all actions, suits, accounts, claims and demands for, or, in respect of, the said moneys or any part thereof or, for, or in respect of, the Principal Indenture or of anything relating to the premises AND the Secretary of State hereby covenants with the mortgagor his heirs, executors, administrators and assigns that Secretary of State has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof are, is or can be impeached, incumbered or affected in title estate or otherwise howsoever IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed sealed and delivered by
for and on behalf of the Governor General of India in Council acting in the premises for and on behalf of the Secretary of State for India in Council in the presence of

Ship No 389

Form 24 (old 14B).

[See Chap. 9, Art. 156.]

Form of Mortgage Bond for Motor Car Advance.

This indenture made this day of between (hereinafter called the borrower) of the one part and the Secretary of State for India in Council (hereinafter called the Secretary of State) of the other part Witnesseth that in consideration of the sum of Rs. on or before the execution of these presents paid by the Secretary of State to the borrower the receipt whereof the borrower hereby acknowledges he the borrower doth hereby assign and transfer unto the Secretary of State all that motor car more particularly described in the schedule hereunder written by way of security for the said sum of Rs. and the borrower doth further agree and declare that he will duly pay to the Secretary of State the sum of Rs aforesaid or the balance thereof as shall not have been repaid at the date of these presents by equal payments of Rs. each on the first day of every month after the date of these presents : Provided always and it is hereby agreed and declared that if the borrower shall at any time make default in the payment of any of the said instalments for the period of 10 days after the time herein before provided for payment thereof or if the borrower shall leave the service of the Secretary of State or die or if the borrower shall become insolvent or make any composition or arrangement with his creditors or if any one shall take proceedings in execution of any decree or judgment against the borrower the whole of the said principal sum which shall for the time being remain unpaid shall forthwith become payable and it is hereby agreed and declared that the Secretary of State may on the happening of any of the events hereinbefore mentioned seize and take possession of the said motor car and either remain in possession thereof without removing the same or else may remove and sell the said motor car either by public auction or private contract and may out of the sale moneys retain the principal sum aforesaid or so much thereof as may for the time being remain unpaid together with all costs charges, expenses and payments properly incurred or made in maintaining, defending or realising his rights hereunder and shall pay over the surplus, if any, to the borrower, his executors, administrators or representatives and the borrower hereby further agrees with the Secretary of State that he will not permit or suffer the said motor car to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof and will whenever the said motor car is injured or deteriorated forthwith repair and make good the same and will keep the said motor car insured against loss or damage by fire or accident.

In witness whereof the said.....(borrower) hath hereunto set his hand.

The Schedule above referred to

Signed by the said (borrower).

Signature of (borrower).

In the presence of

and

Form 25 (old 17).

[See Chap. 11, Art. 190.]

Form of statement to accompany all applications for sanction to expenditure not provided for in Budget.

Expenditure proposed to be provided for :—
R
of (*a*) on account } Major head / Minor head / Sub-head / Detailed head

Amount proposed to be spent during current year . . . . R .
Amount proposed to be spent during future years . . . . R

Proposed re-appropriation for current year.

1	2	3	4
Heads of estimate affected by the proposal. (*b*)	Actual expenditure up to date of the proposal (*viz.*)	Amounts as in the estimate passed by Government.	Amounts as they will stand after re-appropriation.
†(1) Heads under which the proposed expenditure will fall.	R	R	R
TOTAL .			
†(2) Heads under which it is proposed to reduce the grants.			
TOTAL .			

(*a*) Here enter full description, mentioning the Department, or Office, or Officer concerned.

(*b*) The same detail must be shown as in the printed estimates of the Government (or the sanctioned estimate), as the re-appropriation has to be effected by transfer of the figures shown therein.

NOTE 1.—Any further explanation should be given on reverse, where also, if no re-appropriation is possible, the urgency and necessity for the expenditure should be fully explained.

NOTE 2.—When the application is submitted for the sanction of a local Government, the form may be modified in any way the local Government thinks fit, provided that the local Government indicates distinctly in the order issued that the new expenditure is to be met by re-appropriation from anticipated savings under the same or another major head.

NOTE 3.—The estimates referred to are the Budget and not the Revised estimates. The Revised estimates must never be referred to in this application.

†NOTE (4).—When the figures of more than one Budget Estimate are involved, the names of the Budget Estimates (*i.e.*, Agency or District) should be noted in manuscript above the major heads.

No. 245.

Page 188, Form 25—

Footnote (a).—Insert the following after the word " mentioning " :—

" the grant, primary unit of appropriation and "

Note 2.—Insert the words " under the same grant " *at the end of this Note.*

Note 4.—Substitute " grant " *for the words* " Budget Estimate " *in line 1.*

Substitute " grants " *for* " Budget Estimates (*i.e.*, Agency or District) " *in line 2.*

[C. A. C., Vol. I, 8th Edn., No. 245, dated 1st April 1923.]

Form 26 (old 30).

[See Chap. 12, Art. 201.]

[To be printed on foolscap breadthways.]

Register of Repayments of _____ *Deposits at* _____ *Treasury.*

Detail of Original Deposit.			Date of present repayment.	No. of repayment voucher.	To whom repaid.	Amount repaid.		Initials of		Daily total carried to cash book.	Remarks.
Date of receipt.	No. as per register of receipt.	Amount or balance of deposit.				In cash.	By transfer.	Accountant.	Treasury or disbursing officer.		
		£									

Form 27 (old 31).

[See Chap. 12, Arts. 198 (4) and 202, Note.]

_____ *Treasury, month of* _____ *19*

HEAD OF SERVICE CHARGEABLE. } _____ DEPOSITS. VOUCHER No. _____ OF PAYMENTS. LIST OF

Original Number. } _____ Date of Deposit. } _____

In this space a translation of the receipt form into the current vernacular should be given.

Examined and entered.

_____

Accountant.

Treasury.

Pay Rupees

_____

Treasury Officer.

Name of Depositor. } _____ Amount originally deposited. Rupees. } _____

Received this _____ day of _____ 19

the sum of Rupees _____

Annas _____ Pies _____

being the amount payable _____

on account of the deposit described above.

Claimant's Signature. }

Stamp if required.

Passed for payment.

R _____

_____

Judge, Magistrate or Collector.

Form 28 (old 32).

[See Chap. 12, Art. 204.]

[To be printed on double foolscap.]

Extract Register of Receipts of_____ Deposits at the_____ Treasury in the month of_____ 19 .

Date.	Number of each deposit.	From whom received.	Nature of each deposit.	Amount of each deposit.			Details of Repayments (*to be posted in the Accountant General's Office*). 24 monthly columns for posting repayments of two years.	Total repayments on each deposit.			Balance of each deposit. Lapsed and credited to Government.			Transferred to Clearance Register.		
				R	a.	p.		R	a.	p.	R	a.	p.	R	a.	p.

N.B.—It is not necessary to total the last 3 columns of this Register.

Form 29 (old 32A).

[See Chap. 12, Art. 206.]

Statement of Lapsed _____ *Deposits of the* _____

† Civil, Criminal Courts or Revenue.

Treasury, for the year 19

Particulars of Deposit.					For use in Accountant General's Office.				Remarks.
Year.	No.	Balance lapsed.			No. and date of Refund order.	Amount of Refund sanctioned.		Initials.	
		℞	a.	p.		℞	a.	p.	

Form 30 (old 32B).

[See Chap. 12, Art. 208.]

Refund of Lapsed Deposits.

To

THE ACCOUNTANT GENERAL,_____

SIR,

The following refunds of Lapsed Deposits aggregating Rupees_____(in words) have been claimed by_____ of whose identity and title to the money I have satisfied myself. I request your sanction to the refund.

Class of Deposits.	Particulars of original Deposit.		Balance credited to Government.			Date of Lapsed Statement.	Amount claimed.			Remarks.
	Year.	No.	R	a.	p.		R	a.	p.	

(Signature.)

*The*_____*19*

Judge, Magistrate or other Officer.

Reverse of Form 30.

*Accountant General's Office No.*_____, *dated*_____

Sanctioned.

Accountant General.

Received payment.

Receipt Stamp.

_____

Claimant.

Pay Rupees (') _____

_____ only.

*The*_____ *19*

Examined.

Accountant.

Treasury Officer.

Note.—The signature of the claimant should be obtained on this form and the form should be returned as a voucher in support of the debit.

No. 423.

Page 194, Form 30.

Below the Note at foot *insert* the following :—
For use in the Accountant General's Office.

Serial No. in Number Book

Admitted	
Objected to	
Auditor	Supdt.

Noted in the	
Number Book	
of orders	
	Superintendent.

[C. A. C., Vol. I, 8th Edn., No. 423, dated 1-6-25.]

Form 31 (old 40B).

[See Chap. 3, Art. 40.]

Return of deaths of European officers (including members of the Civil Service of India) and pensioners in _____ for the month of _____

Name.	Date of death.	Place of death.	Occupation at time of death.	Age at time of death.			Place of birth.	Particulars as to family connection.	Address in England of relatives (if known).	Particulars as to property (if any).	Length † of service.	Cause of death.	Remarks.
				Y.	M.	D.							

†This information is not required in the case of pensioners.